

Dear Prospective Applicant:

This letter is written to provide information to assist you in completing the application for an anticipated vacant magistrate judgeship in the Northern District of Illinois. The original and twenty-five (25) copies of the application must be received by the Clerk's Office no later than the close of business on Monday, April 9, 2001.

Applications will be reviewed by a merit selection panel appointed by the Court. Given the number of applications that the members of the panel will need to review, it is important for the applications to be consistent in format.

With that in mind, please pay particular attention to the following points when completing the application form:

- ! The answers to the questions in the application form must be typed. The application and waivers that must be filed may be obtained from the Clerk's Office or downloaded from the Court's web site at www.ilnd.uscourts.gov.
- ! As a convenience, a WordPerfect version of the application may be downloaded from the web site. If you use this version, do not change the format or font in the application file. Use of this version does not eliminate the requirement that an original and twenty-five copies be submitted in hard copy form.
- ! When submitting your completed application, the original and copies must be single-sided, secured in the upper left-hand corner by a single staple or clip. *Do not bind the application.*
- ! In addition to the application, you must provide an original and twenty-five copies of two waivers. One of these is an authorization and waiver form regarding disciplinary and grievance matters. The other is a medical waiver. Both waivers are included in the application package, and both may be downloaded from the Court's web site.
- ! You may include attachments to supplement your answers to any question. Please tab each attachment to allow the reader to find it easily. All Attachments must be on 8½" x 11" paper.

If you have questions about the application process, feel free to contact me. I can be reached by telephone at (312) 435-5359, or by email at ted_newman@ilnd.uscourts.gov.

Sincerely,

Ted C. Newman
Judicial Support Manager